

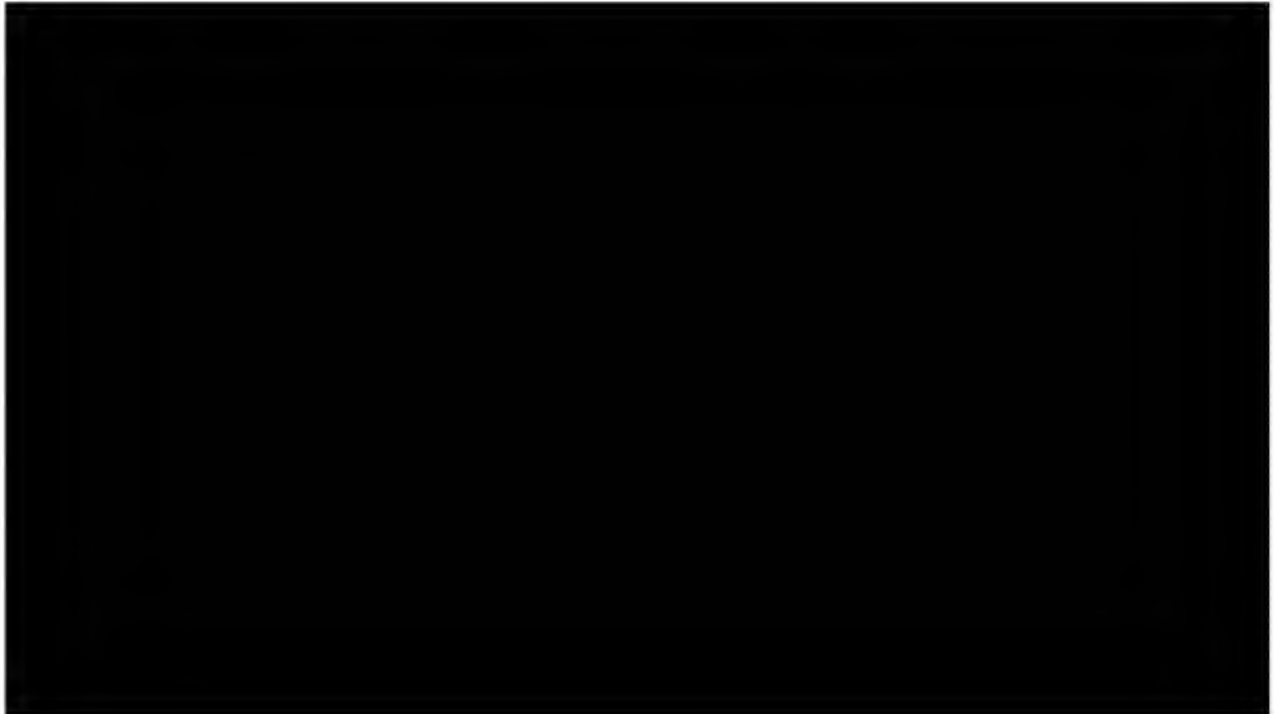
CONFIDENTIAL

OFFICE OF SECURITY WEEKLY STAFF MEETING

ROOM 4E-64

1 April 1977

1. The Deputy Director of Security chaired today's meeting.



25X1A

4. Office of Security Directives

Within thirty days, two Office of Security Directives will be circulated concerning the creation of new security files and the impounding of certain existing security files. These Directives in stating rules for file keeping touch upon an activity pertinent to every facet of the Office of Security. Therefore, the Directives must be read, understood and used by every Office of Security employee.

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5. Management by Objectives Seminar

25X1A

The third Office of Security MBO Seminar is to be conducted [REDACTED] on 2-3 June. This seminar directs itself to examine MBO as it is applied within the Office of Security and it supplies a good base for using and understanding LOI's and the MBO System. During March, the Office of Security published a Directive restating the Office's intention to use MBO as a management tool. This Directive, which should be of interest to all Office of Security employees, also summarizes all Office of Security MBO Programs being tracked at the DDA and Office level.

6. Program Call

25X1A

The Deputy Director of Security advised that the Office of Security FY 1979 budget had been presented to the DDA on 31 March. He commended [REDACTED] for leading the task force (consisting of [REDACTED]) that researched the required information and authored the package that was presented to the DDA. This effort deserved special praise because it was done completely within an eight day deadline.

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7. DDA Meeting with Directorate Senior Officers

On 5 April, the DDA will meet with the Office of Security senior officers to discuss creativity and ethics within the Agency. The meeting will not consist of prepared readings. Rather, it is to be a give and take session of ideas and reactions that should generate spontaneity and fresh thinking.

8. External Training Requirements

The DD/P&M advised that requests for external training are being scrutinized minutely to insure that the intended courses have a real relevance to the requestor's job or that they clearly demonstrate upward mobility or career enhancement. All supervisors are to insure that they pass this word to all subordinates and to further insure that all requests forwarded to the Career Board are exact in pinpointing the relevance of the request to the requestor's job.

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9. DDA Meeting with Division Chiefs

The Chief, Physical Security Division commented on the session chaired by the DDA concerning the report on the meeting of all Directorate Division Chiefs. The Division Chief meeting, because of the professional and social exchanges, was rewarding. It surfaced problems and although it did not allow time for solution finding, it did present the DDA with a Division Chief perspective of the Directorate and the individual Offices that made up the Directorate.

10. Dealings with Internal Revenue Service

25X1A The DD/PSI noted that as a reminder, all Agency dealings with the IRS must be channeled through [REDACTED] 25X1A
[REDACTED] of the Operations and Management Law Division, Office of General Counsel.

11. DDI Contracting Team

25X1A [REDACTED] advised that a permanent Contracting Team is being assembled to assist the DDI in its dealings with commercial contractors. The team will be made up of two contracting officers, a security officer (GS-13) and a clerk stenographer. The security officer assigned to the team will have duties separate and distinct from the duties now performed by the DDI Security Officer.

12. Special Agents In-Service Seminar

25X1A The Special Agents In-Service Seminar will be held at [REDACTED] from 9-13 May 1977.